

ADMINISTRATIVE-INTERNAL USE ONLY REGISTRY

FILE: 047-1

MEMORANDUM FOR: Chief, Regulations Control Division  
Information Systems Analysis Staff

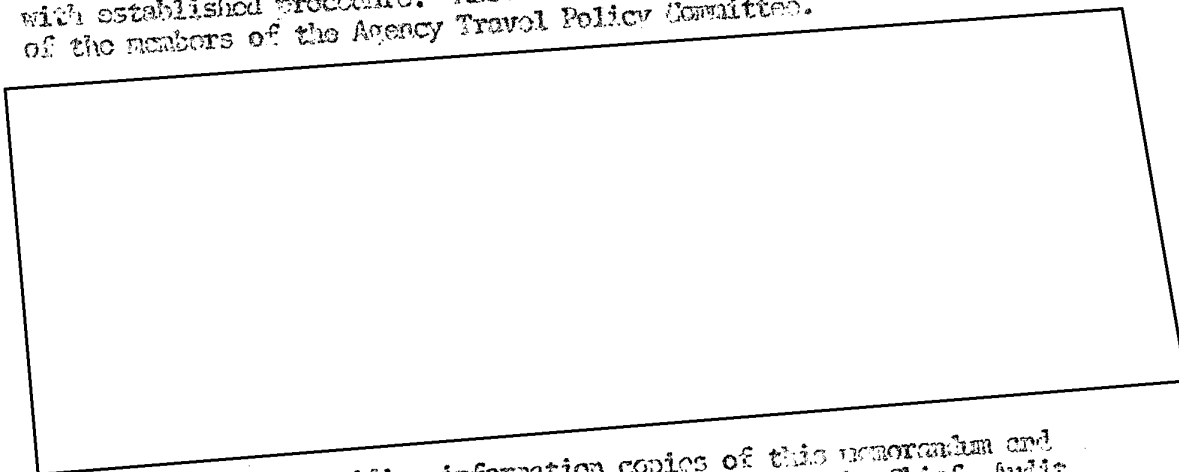
FROM: Edward L. Sherman  
Director of Finance

SUBJECT: Proposed Revision

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1. Attached are copies of proposed revisions to the subject regulations prepared for publication in the MECS format in accordance with established procedure. Also attached are the concurrence signatures of the members of the Agency Travel Policy Committee.



4. We are providing information copies of this memorandum and attachments to the Office of the Inspector General, the Chief, Audit Staff, and the Office of the Comptroller. Questions concerning the revisions may be referred to the Plans and Systems Staff, extension



(Signed) Edward L. Sherman

Edward L. Sherman

Acc

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Travel

b. PER DIEM

(1) GENERAL. No Change

(2) RATES OF PER DIEM. No Change

(a) No Change

(b) No Change

(1) No Change

(2) No Change

(3) No Change

(4) No Change

(c) No Change

(d) No Change

(e) No Change

(3) LODGINGS-PLUS BASIS FOR DETERMINING PER DIEM

RATES

(a) For TDY travel within CONUS when lodgings are required and per diem is authorized, the "lodgings-plus" method of establishing per diem rates will be used. Under this method, the rate is established on the basis of the average amount the traveler pays for lodging rounded to the next whole dollar plus a flat allowance of \$16 for meals

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and miscellaneous expenses. This sum, not to exceed \$35, will be the per diem rate to be used in determining the traveler's entitlements for all days in a per diem status on any one trip. Receipts for lodgings are required. To determine the average cost of lodgings, divide the total amount paid for commercial lodgings by the number of nights the traveler is in a per diem status, excluding the night of the employee's return to his or her residence or official station. Travel orders will cite "'lodgings-plus'" as the basis for determining the per diem rate, except as provided below.

(b) No Change

(4) COMPUTATION OF PER DIEM. No Change

(a) No Change

(b) No Change

(c) No Change

(d) No Change

(1) That of the duty point where travel begins when the travel begins and ends at the same duty point within the same calendar day.

(2) That of the destination point, beginning with

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the first quarter after departure of the airplane, train or ship, when the travel time, including any stopovers, is less than six hours and is not as described in paragraph (1) above.

(3) No Change

(e) No Change

(f) No Change

(1) No Change

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(2) Within CONUS. When meals

STAT  are furnished by the U.S. Government to a traveler in a "'lodgings-plus'" per diem status, the nonlodging portion of the per diem rate specified in paragraph 7b(3)(a) above will be reduced by 10 percent for each breakfast, 20 percent for each lunch and 40 percent for each dinner. When lodging is furnished by the U.S. Government without cost to the traveler, no adjustment is required because this fact is recognized in the computations of the "'lodgings-plus'" per diem rate.

(g) No Change

(1) No Change

(2) No Change

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(h) No Change  
(i) No Change  
(j) No Change  
(1) No Change  
(2) No Change  
(k) No Change  
(1) No Change  
(m) No Change  
(1) No Change  
(2) No Change  
(3) No Change  
(n) No Change  
(o) No Change  
(p) No Change  
(q) No Change  
(r) No Change  
(s) No Change  
(t) No Change  
(u) No Change  
(1) No Change  
(2) No Change

(v) Delete

c. MIXED TRAVEL PER DIEM AND ACTUAL SUBSISTENCE.

No Change

(1) No Change

(2) No Change

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